

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Senior Custodian****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains cleanliness and performs a wide variety of maintenance. Oversees custodial team in assisting with schedules and delegating tasks. Performs administrative duties.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs administrative duties by meeting with vendors, inventory control, reordering supplies, maintaining log books, invoices and requisitions and generating reports, recommending expenditures, supervising a custodial team, assigning personnel to general cleaning, care and security of buildings and facilities, providing training of safety precautions in the use and storage of cleaning chemicals and materials, providing training in proper job functions, performing personnel evaluations, leading team meetings for quality control and improvement, overseeing the moving of office furniture, equipment and providing set-ups for meetings and conferences.
2	H	Maintains facility cleanliness by buffing, stripping, waxing and mopping floors, vacuuming, disinfecting restrooms, cleaning walls, commodes, sinks, dusting, removing trash, replenishing supplies, changing light bulbs and cleaning walkways.
3	M	Performs other duties by providing back-up support in garbage pick-ups and special assignments, moving furniture, unloading freight, running errands, reporting plumbing, theft and security problems, maintaining inventory, ordering supplies, making up work schedules, performing after hours on call for dead animal pick up and special collections, assisting personnel with lifting and carrying heavy items, receiving and delivering stock, setting up tables and chairs and rooms for events, removing snow, collecting checks, guard mail and supplies, delivering and receiving mail, carrying books to shop, maintaining electrical mechanical systems, operating gates and inspecting for correct operations.
4	H	Assists with emptying book drops, handling deliveries from the loading dock, providing information to assist in repairs, checking lights, reporting problems to staff, checking and maintaining cleaning supply inventory, reporting security abuses, preparing meeting room for functions, checking schedules and special requests, moving and assembling furniture and equipment, supporting the staff, having keys made, and handling branch requests.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	One year as a Custodian.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read cleaning solution labels and instructions.
Math	Work requires the ability to perform general math calculations such as addition and subtraction.
Writing	Work requires the ability to write supply lists, schedules, reports and performance evaluations.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	On ladders, cleaning
Sitting	N	
Walking	F	To/from cleaning equipment, vacuuming, mopping, polishing floors
Lifting	F	Books, trash cans, mops, vacuums, floor polisher, cleaning supplies
Carrying	F	Books, trash cans, mops, vacuums, floor polisher, cleaning supplies
Pushing/Pulling	F	Mops, vacuums, floor polisher, office furniture
Reaching	F	Cleaning walls and floors, dusting shelves, cleaning supplies
Handling	F	Trash cans, paper towels, toilet paper, mops, vacuums, floor polisher, cleaning supplies
Fine Dexterity	O	Telephone keypad, cleaning equipment
Kneeling	O	Cleaning floors, toilets, emptying trash, assembling office furniture, emptying book drops
Crouching	O	Cleaning floors, toilets, emptying trash, assembling office furniture, emptying book drops
Crawling	N	
Bending	F	Cleaning floors, toilets, emptying trash, assembling office furniture, emptying book drops
Twisting	O	Cleaning floors, toilets, emptying trash, assembling office furniture, emptying book drops
Climbing	F	Stairs, ladders
Balancing	F	Stairs, ladders
Vision	C	Cleaning
Hearing	C	Staff, supervisor, telephone
Talking	F	Staff, supervisor, telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Floor polishing equipment, vacuum, broom, mop, tools, telephone, ladder, cleaning supplies

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	D	Outdoors	--
Communicable Diseases	D	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Various City Facilities

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	N
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)